

ROUTING AND TRANSMITTAL SLIP		Date
TO: (Name, office symbol, room number, building, Agency/Post)		10 MAY 1985
1. EO/DDA	Initials	Date 10 MAY 1985
2. ADDA	Initials	Date 10 MAY 1985
3. ADDA	Initials	Date 13 MAY 1985
4. DDA	Initials	Date 13 MAY 1985
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Jim,  
What do you think?

I think we got in bed with  
[ ] to design the system  
and we need them for the  
first year and particularly to get

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org, symbol, Agency/Post)	Room No.—Bldg.
the data together for the space decisions which must be made by this	Phone No.
41-102	OPTIONAL FORM 41 (Rev. 7-76)
* GPO: 1983 O - 381-529 (292)	Prescribed by GSA
	FORM 41-102 101-11,206

DOA Registry:

Pls make copy of  
Print route for Subjects  
copy. LKH.

STAT

STAT

## ROUTING AND RECORD SHEET

SUBJECT: (Optional) Notification to or Approval of the Director of Logistics  
Prior to Undertaking Contractual Relationships with Certain Contractors

FROM: Henry P. Mahoney  
Director of Logistics

EXTENSION

NO

OL-10073 85

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA  
7D18 Hqs.

2. OC/OL-ISC

3. HOME/Operations  
3E-24 Hqs.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

DATA SECURITY  
FILE 45-3

Hand,  
Back to you  
Per our discussion.

Sanitized Copy Approved for Release 2010/07/15 : CIA-RDP88G00186R000700870003-1

<b>TRANSMITTAL SLIP</b>		DATE
TO: DDA		
ROOM NO. 7D18	BUILDING Hqs	
REMARKS:		
FROM: O-D/L		

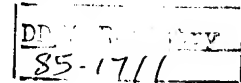
FORM NO. 241

REPLACES FORM 36-8  
WHICH MAY BE USED

(47)

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07 MAY 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM: Henry P. Mahoney  
Director of Logistics

SUBJECT: Notification to or Approval of the Director of  
Logistics Prior to Undertaking Contractual  
Relationships with Certain Contractors

REFERENCE: Office of Logistics, Procurement Note 85,  
Revision 89, dtd 24 Apr 85, Same Subject

25X1 1. The purpose of this memorandum is to request an  
exception to the subject restrictions concerning contracting  
with [redacted]

25X1 2. The attached Sole Source Justification provides the  
basic rationale for entering into a contract [redacted] to obtain  
support necessary to the successful implementation of a  
facilities Configuration Management (CM) Program. It was this  
Office's intent to contract for this support when the CM  
25X1 Program was originally approved, and the necessary approvals  
and funding for this initiative had been obtained when [redacted]  
suspension was announced. At that time, further action was  
suspended in the expectation of an early resolution of the  
issue and lifting of the suspension. We now believe the  
suspension will continue for some time and severely impact this  
Office's ability to effectively support CM implementation.

3. As you know, the basic CM apparatus has been put in  
place. The two boards have been formed and have held their  
first meetings. Taskings have resulted from these meetings.  
One of these taskings involves establishing space allocation  
baselines and projections which will serve as the basis for  
major decisions affecting our occupancy of the new building and  
the retention or disposal of leased facilities. This important  
project has a September deadline. Implementation of the CM  
process is fundamental to our resolution of these issues.

4. In addition, this Office is involved in a number of  
complicated facility/technical interfaces affecting vital  
communications and data distribution either associated with  
systems upgrades or new building preparation. Integration of  
these projects rely on a viable CM Program.

OL-10075-85



UNCLASSIFIED UPON  
REMOVAL OF ATTACHMENTS

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SUBJECT: Notification to or Approval of the Director of  
Logistics Prior to Undertaking Contractual  
Relationships with Certain Contractors

5. In short, further delay in implementing this program adversely affects our abilities to support vital programs. In view of this and the rather modest and short term nature of the contract effort, it is requested that this Office be granted a one time exception to the subject referenced Procurement Note.

Henry P. Mahoney

Attachments:

- A. Reference
- B. Sole Source Justification

APPROVED:

Deputy Director for Administration

Date

DDA/OL/HOME/OPS/ (1 May 85)

Distribution:

Orig - Addressee & Return (w/att)

1 - DDA (w/att)

1 - OL Files (w/att)

1 - ~~OL Official~~ (w/att) D/L Chrono (w/o att)

1 - OL/HOME Official (w/att)

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**Page Denied**

Next 3 Page(s) In Document Denied

### SOLE SOURCE JUSTIFICATION

STAT 1. In mid-1984 a project was initiated to develop a program to subject the Agency Washington area facilities to a form of Configuration Management (CM). Such a program has been in place at NPIC and a classified location and has been operating successfully for a number of years. These programs were developed and implemented by [redacted] and it was determined that in view of this experience they were in a unique position to tailor a similar program for other Agency facilities in this area. The product of this effort together with a supporting data base program was delivered in October 1984.

STAT 2. The program was subsequently approved for implementation by the Deputy Director of Central Intelligence. A Headquarters Management Board (HMB), comprised of the four Deputy Directors and chaired by the Executive Director, has been formed and held its first meeting on 4 March 1985. A Secretariat staffed by Office of Logistics personnel will provide administrative support to this Board. These latter personnel are not professionally trained or experienced in configuration management, and such talent is not available elsewhere within this office. There are four people, now in HOME/OL who have operated facilities [redacted] operated CM systems at NPIC and at a classified site. There are eight or nine other MLR officers and probably six or seven MLS and MLE officers who have working familiarity with the same CM systems that may be assigned to HOME in the future. Although the number of Logistics specialists and managers who gain experience at the two CM controlled places increases each year, none are now considered to be professionally disciplined in this process. Consequently, it has been determined that successful implementation of this program will require temporary contract support, and the Office of Logistics has made available fiscal year 1985 funds not to exceed \$300,000.00 for this purpose.

3. This contract support will have essentially two concurrent phases. These will consist of implementation and training. Implementation will require personnel knowledgeable of the Agency and the Configuration Management program and will involve development of baseline documentation and administrative procedures in support of the HMB. The second phase will consist of an indoctrination and training effort involving affected Agency personnel in general, and the Secretariat personnel in particular. This effort is planned to take approximately 12 months after which the Configuration Management program would be wholly managed by Staff personnel.



STAT 4. [ ] possesses unique  
 STAT capabilities to support this two phased program. Their experience  
 in successfully managing the two aforementioned programs is  
 evidence of their capabilities. The [ ] who developed  
 the Headquarters CM system package, delivered in October 1984, are  
 also the individuals earmarked to serve in the implementation and  
 training phase. This work will consist of not only tutoring  
 government members of the Headquarters CM staff and control  
 boards, but will also include a broad effort to teach logistics  
 and support officers attached to Headquarters units how to work  
 with the CM system. They are also in a unique position to insure  
 that the program is compatible with the other two programs.

STAT 5. Cleared personnel are necessary for this project.  
 STAT However, the short duration (12 months) makes it impractical to  
 process and clear a contractor. [ ] fully cleared personnel  
 available to apply to this effort. Each [ ] CM experts  
 associated with the proposed effort have unusual career histories  
 which are concentrated in Intelligence Community activities and in  
 configuration control of facilities which serve the community.  
 Moreover, the spectrum of their experience is broad and deep  
 STAT enough so they can relate to the requirements and concerns of each  
 of the Agency directorates. Additionally, [ ] long association  
 with the Agency has given them knowledge of the Agency, necessary  
 to this implementation phase that would be impossible to duplicate  
 within the time frame envisioned for this effort.

STAT 6. The CM initiative is ready for immediate implementation.  
 Significant decisions affecting the construction and occupancy of  
 the New Headquarters Building must be addressed and resolved in  
 the context of a professional Configuration Management program.

STAT 7. Another qualified contractor would not be familiar with  
 the system developed for Headquarters, thus having another  
 contractor do the work would cost more by the amount of effort  
 spent for them to either become familiar with the delivered system  
 or to change the system into one they were familiar with.

STAT 8. In sum, it is felt [ ] implement  
 STAT this program and to train key Agency personnel to follow on at the  
 end of the implementation. This effort should be limited to 12  
 months and involve no more than three contractor personnel.